



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Third Party Billing

(ABM)

Addendum to User Manual

Version 2.6 Patch 2
May 2010

Office of Information Technology (OIT)
Division of Information Resource Management
Albuquerque, New Mexico

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1.0 Summary of Changes

Patch 2 provides enhancements to version 2.6 of the Third Party Billing system (namespace: ABM). It is inclusive of modifications implemented by previous patch 1. The PCTM–Pre-Conversion Historical Fee Schedule option must be completed for Patch 2 to install.

1.1 Modifications

- Added point-of-sale (POS) rejection codes, reasons, and dates to the 3P Bill file.
- Pending reason code added to the claim editor – PHYSICIAN IDENTIFIED BY STANDING ORDER NURSE.
- Added new reasons to the Cancelled Claim option.
- Added a new prompt in the REPRINT BILL option. This option will allow the user to select either the current date or the original date the claim was printed when reprinting claims.
- Added option to Electronic Media Claims to allow an 837 file to be recreated for specific bills that have open balances. This option is locked with the following key: ABMZ ABME EMC RE-EXPORT.
- Added new prompts to the FIFE–Import Foreign Fee Schedule and the EDFE–Fee Schedule maintenance options.

2.0 Patch 2 Details

2.1 Added POS Rejection Codes to the 3P Bill File (3PB-MGTP-IQMG)

POS rejection codes, reasons, and dates have been added to the 3P Bill file. They can be viewed using the IQMG option.

```

*** BILL FILE INQUIRY ***

=====
BILL NUMBER: 31803A                      BILL TYPE: 131
VISIT LOCATION: INDIAN HEALTH HOSPITAL
BILL STATUS: BILLED                      PATIENT: JONES,CHIPPER
EXPORT MODE: NCPDP-P                     VISIT TYPE: Pharmacy POS
ACTIVE INSURER: D-AARP                   CLINIC: PHARMACY
APPROVING OFFICIAL: LUJAN,ADRIAN M
DATE/TIME APPROVED: FEB 16, 2010@12:08:12
BILL AMOUNT: 63.98                      GROSS AMOUNT: 63.98
A/R BILL LOCATION: 1575,7397             PRO AUTHORIZATION NUMBER: 12345
SERVICE DATE FROM: FEB 03, 2010        SERVICE DATE TO: FEB 03, 2010
PCC VISIT: JAN 09, 2007@13:30           VISIT STATUS: P
INSURER: D-AARP                         PRIORITY: 1
STATUS: INITIATED
MEDICATION: AMOXICILLIN 125MG/5ML       UNITS: 1
UNIT COST: .6033125                     DISPENSE FEE: 3.65
PRESCRIPTION: 90007
PROVIDER: DOCTOR,TRUDEL                  TYPE: ATTENDING
POS REJECTION CODE: AB                   POS REJECTION REASON: REASON 1
  REJECTION DATE: FEB 03, 2010
POS REJECTION CODE: A1                   POS REJECTION REASON: REASON 2
  REJECTION DATE: FEB 03, 2010
=====

```

Figure 2-1: Example of 3P Bill File in IQMG option

2.2 New Pending Reason Code Added to Claim Editor

A new pending reason code has been added to Page 0 of the Claim Editor: "Physician Identified by Standing Order Nurse." This reason will also print on the PCR-Pending Claim Status Report.

```

Desired ACTION (View/Appr/Pend/Next/Jump/Quit): N// P
PENDING STATUS: ??

Choose from:
1          Claim not coded with ICD codes
2          Claim not coded with CPT codes
3          Claim not coded with HCPCS codes

```

4	Provider signature missing
5	Missing POV
6	Lab not final or on file
7	Verify Eligibility
8	PIN# License Missing
9	Cannot locate Medical Record to verify Services
10	Record not legible
11	Coordination of Benefits from Patient Missing
12	Incomplete Policy Holder information
13	Transcode missing
14	Missing Referring Provider information
15	Outpatient Claims - two billing dates
16	Out of Date Assignment of Benefits
17	Other
18	Utilization review not complete
19	Accounts Receivable fix for 2nd billing
20	OP W/IN 72 HR AWAITING INCOMPLETE INPT CLAIM
21	NPI license missing
22	Miss/Invalid inpatient CPT code
23	ER CPT, NON-ACUTE ADMIT,OUTPT BILLING
24	Physician identified by standing order nurse

Figure 2-2: Example of Page 0 in Claim Editor

=====					
PENDING CLAIMS STATUS LISTING			FEB 23,2010@15:29:05		Page
1					
for ALL BILLING SOURCES					
Billing Location: INDIAN HOSP					
=====					
Patient	HRN	Claim Number	Visit Date	Clinic	Reason

Visit Location: INDIAN HEALTH HOSPITAL					
Status Updater: SMITH,CHERYL					
Visit Type: OUTPATIENT					
Active Insurer: MEDICARE					
CAT,CALICO	1509	31820	02/20/2010	GENERAL	Physician identified by standing order to nurse
Status Updater: LUJAN,ADRIAN M					
Active Insurer: BCBS OF NEW MEXICO					
MEGABUCKS,SYLVIA	1122	31624	08/10/2009	IMMUNIZATION	Other
Status Updater: VALENCIA,TINA M					

Subtotal: 2					
Visit Type: DENTAL					
Active Insurer: NEW MEXICO MEDICAID					
CHAVEZ,VINCENT	1456	31695	10/22/2009	DENTAL	Physician

```

identified by
standing order to
nurse

-----
Total:  3

E N D   O F   R E P O R T

```

Figure 2-3: Example of PCRП report

2.3 New Cancelled Claim Reasons Added to CLMG Option (3PB–MGTP–CLMG)

Four new reasons have been added to the Cancel Claim option. These new reasons will also print on the Cancelled Claims report.

```

Do you wish Claim Number 31780 DELETED (Y/N)? YES

Cancellation REASON: ??

Choose from:
1      ORPHAN CLAIM CREATED IN ERROR
2      DUPLICATE CLAIM CREATED
3      ELIGIBILITY NOT FOUND
4      MANUALLY BILLED CLAIM
5      BEYOND FILING LIMIT
6      UNBILLABLE PROVIDER
7      UNBILLABLE DIAGNOSIS
8      UNBILLABLE CLINIC TYPE
9      UNBILLABLE VISIT TYPE
10     WORKMANS COMP/THIRD PARTY CASE
11     OTHER
12     RETURN TO STOCK
13     OVER THE COUNTER MEDS
14     LEFT WITHOUT BEING SEEN
15     TELEPHONE CONSULT
16     POS PLAN LIMITATION EXCEEDED
17     POS REFILL TOO SOON
18     UNBILLABLE PROFESSIONAL CLAIM (MEDICARE B)
19     72 HOUR OUTPATIENT VISIT
20     VISIT UNRELATED TO ACCIDENT/INJURY
21     CLAIM CREATED FOR WRONG PATIENT
22     PATERNITY ELIGIBLE
23     WITHIN GLOBAL PERIOD
24     INCORRECT CHARGES
25     WRONG INSURER SELECTED
26     WRONG DOS
27     NO CONTRACT/AGREEMENT WITH PAYER
28     TWO VISITS IN SAME DAY
29     MEDICARE OR PI PRIMARY
30     UNBILLABLE LOCATION

```

Example of new reasons in CLMG option

```
=====
CANCELLED CLAIMS LISTING for ALL BILLING SOURCESMAR 4,2010@16:06:45   Page 1
with CANCELLATION DATES from 02/01/2010 to 03/04/2010
Billing Location: INDIAN HOSP
=====
```

Patient	HRN	Active Insurer	Claim Number	Visit Date	Reason

Cancelling Official: SISNEROS,GINA					
Visit Location: INDIAN HEALTH HOSPITAL					
Visit Type: PROFESSIONAL COMPONENT					
ROADS,DUSTY	885447	MONTANA MEDI	31780	01/27/2010	NO
CONTRACT/AGREEM					

Count: 1					
(REPORT COMPLETE):					

Figure 2-4: Example of CCRP report.

2.4 New Prompt in Reprint Bill Option (3PB-PRTP-REPR)

An additional prompt has been added to the REPRINT BILL option. This option will allow the user to select the current date (Today's Date) or the date the claim was originally printed when reprinting claims.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          THIRD PARTY BILLING SYSTEM - VER 2.6p2          |
+          Reprint Bill          +
|          INDIAN HEALTH HOSPITAL          |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User:                                     19-FEB-2010 1:56 PM

Re-Print Bills for:

    Select one of the following:

        1          SELECTIVE BILL(S)
        2          ALL BILLS FOR AN EXPORT BATCH
        3          UNPAID BILLS

Select Desired Option: 1  SELECTIVE BILL(S)

Select 1st BILL to Re-Print: 31810A
                        Visit: 02-01-2010 DENTAL          DENTAL          INDIAN
HOSP
                        Bill: BC/BS DENTAL OF OKLAHOMA      ADA-2006          145.00

```

```

Select 2nd BILL to Re-Print:

      Select one of the following:

          T          TODAY'S DATE
          O          ORIGINAL PRINT DATE

Reprint using which date: TODAY// ORIGINAL PRINT DATE

```

Figure 2-5: The Today's Date and Original Print Date options

2.5 Option Added for Recreating an 837 Export File (3PB-EMTP-REEX)

A new option has been added in 3PB. When recreating an 837 export file, the user can only recreate a file for specific bills that have open balances by export date. Therefore, the user can resend those with a balance. This option is locked with the following key: ABMZ ABME EMC RE-EXPORT.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.6p2          |
+-----+-----+
|          Re-Export Bills          |
+-----+-----+
|          INDIAN HEALTH HOSPITAL          |
+-----+-----+
User: VALENCIA,TINA M                      9-MAR-2010 11:14 AM

Re-Print Bills for:

      Select one of the following:

          1          SELECTIVE BILL(S) (Type in the Bills to be included in
this          export.  Grouped by Insurer and Export Mode)
          2          FOR 277 - Response of not received for insurance company
              (INACTIVE AT THIS TIME)
          3          UNPAID BILLS for an insurer - bill should not have posted
              transactions and should be the original bill amount.

Select Desired Option: 1  SELECTIVE BILL(S) (Type in the Bills to be
included in this export.  Grouped by Insurer and Export Mode)

Select 1st BILL to Re-Print: 29221A
      Visit: 02-01-2006 DENTAL          DENTAL          INDIAN HOSP
      Bill: NEW MEXICO MEDICAID          837 INST (UB)          223.00
Select 2nd BILL to Re-Print: 29703H
      Visit: 08-01-2006 CROSSOVER (INPGENERAL          INDIAN HOSP
      Bill: NEW MEXICO MEDICAID          837 INST (UB)          500.00
Select 3rd BILL to Re-Print: 31468A
      Visit: 12-31-2008 OUTPATIENT          GENERAL          INDIAN HOSP
      Bill: NEW MEXICO MEDICAID          837 INST (UB)          253.00
Select 4th BILL to Re-Print:

```

```

A file will be created for the bills selected
Proceed? YES//
ENTRY CREATED IN 3P TX STATUS FILE.
LOCATION: INDIAN HOSP
29221A-IH-4225 Previously loaded .. deleting existing A/R Bill items

29221A-IH-4225 Now adding 3P Bill items to A/R Bill

29703H-IH-1072 Previously loaded .. deleting existing A/R Bill items

29703H-IH-1072 Now adding 3P Bill items to A/R Bill

31468A-IH-1456 Previously loaded .. deleting existing A/R Bill items

31468A-IH-1456 Now adding 3P Bill items to A/R Bill

Enter Path: c:\inetpub\ftproot\pub Replace
Enter File Name: : ENMMAD01.68//
Submission # 100671
Writing bills to file.
Finished.

```

Figure 2-6: Creating a file for bills with an open balance

Users can view export dates, statuses, and group control numbers in the IQMG option (3PB-MGTP-IQMG), as shown in the example below.

```

PATIENT: CHAVEZ,VINCENT      M  02/02/1970  566-66-6666  HRN: 1456
=====
(1) Bill# 31468A   12/31/2008  OUTPATIENT          GENERAL          INDIAN
HOSP
      837 INST (UB)    BILLED              NEW MEXICO MEDICAID
253.00
Select 1 to 1: 1

                      *** BILL FILE INQUIRY ***

=====
BILL NUMBER: 31468A                      BILL TYPE: 131
VISIT LOCATION: INDIAN HEALTH HOSPITAL
BILL STATUS: BILLED                      PATIENT: CHAVEZ,VINCENT
EXPORT MODE: 837 INST (UB)              VISIT TYPE: OUTPATIENT
ACTIVE INSURER: NEW MEXICO MEDICAID     PROCEDURE CODING METHOD: ICD
CLINIC: GENERAL                        APPROVING OFFICIAL: VALENCIA,TINA M
DATE/TIME APPROVED: JUN 18, 2009@09:02:15
EXPORT STATUS: AWAITING TRANSFER TO AR
MASTER TAX ID#: 232101MCD                BILL AMOUNT: 253
INSURER TYPE: MEDICAID                   GROSS AMOUNT: 253
*UNCOLLECTED BALANCE: 0                  ORIGINAL BILL AMOUNT: 0
FLAT RATE AMOUNT: 253
PAYMENT NUMBER: 1                        PAYMENT DATE: AUG 06, 2009
AMOUNT: 253.00
ADMISSION TYPE: 2                        ADMISSION SOURCE/NEWBORN CODE: 1
DISCHARGE STATUS: 01                    ADMISSION DATE: DEC 31, 2008
ADMISSION HOUR: 08                      DISCHARGE DATE: DEC 31, 2008
DISCHARGE HOUR: 08                      SERVICE DATE FROM: DEC 31, 2008

```

```

SERVICE DATE TO: DEC 31, 2008          COVERED DAYS: 1

Enter RETURN to continue or '^' to exit:
RELEASE OF INFORMATION: YES             ASSIGNMENT OF BENEFITS: YES
RELEASE OF INFORMATION DATE: JAN 01, 2008
ASSIGNMENT OF BENEFITS DATE: JAN 01, 2008
IN-HOUSE CLIA#: 12A3456789
REFERENCE LAB CLIA#: THE REFERENCE LAB INC.
PCC VISIT: DEC 31, 2008@08:00          VISIT STATUS: P
INSURER: BCBS OF NEW MEXICO (FEP)      PRIORITY: 2
STATUS: PENDING                        PRIVATE INSURANCE MULTIPLE: 1
COVERAGE TYPE: HIGH
INSURER: NEW MEXICO MEDICAID           PRIORITY: 1
STATUS: INITIATED                      MEDICAID ELIG POINTER:
CHAVEZ,VINCENT
MEDICAID MULTIPLE: 3080201
DIAGNOSIS: 536.8                       PRIORITY ORDER: 2
PROVIDER'S NARRATIVE: STOMACH PAIN
MEDICAL (CPT): 99213                   UNITS: 1
UNIT CHARGE: 200.00                   CORRESPONDING DIAGNOSIS: 1
SERVICE FROM DATE/TIME: DEC 31, 2008 DATA SOURCE: 18|2509|CPT
LABORATORY (CPT CODE): 80050           REVENUE CODE: 300
UNITS: 1                              UNIT CHARGE: 86.00
SERVICE FROM DATE/TIME: DEC 31, 2008 CORRESPONDING DIAGNOSIS: 1
DATA SOURCE: 18|2510|CPT

Enter RETURN to continue or '^' to exit:
PROVIDER: ALEXIS,ALEXANDRA             TYPE: ATTENDING
UFMS TRANSMISSION DATE: JUL 20, 2009@15:30:03
UFMS INVOICE NUMBER: 2321012321018424
EXPORT NUMBER RE-EXPORT: MAR 09, 2010@11:15:14
STATUS: REFILE                         GROUP CONTROL NUMBER: 100671
EXPORT NUMBER RE-EXPORT: MAR 09, 2010@11:20:11
STATUS: REFILE                         GROUP CONTROL NUMBER: 100672
=====

Select BILL or PATIENT:

```

Figure 2-7: Viewing export dates, statuses, and group control numbers in the IQMG option

2.6 Prompts Added to Foreign Fee Schedule Import (3PB-TMTP-FETM-FIFE)

Note: Patch 1 PCTM-Pre-Conversion Historical Fee Schedule option must have been completed for Patch 2 to install.

Upon install you may be notified that some fee schedules are missing effective dates.

```

Checking Environment for IHS Third Party Billing V 2.6 Patch **1,2**.
Need at least ABM v 2.6.....ABM v 2.6 Present
ABM v2.6 Patch 1 installed.
Effective Date not populated for all fee schedules
The fee schedule effective dates and owner will need to be populated in VA
Fileman.

```

Figure 2-8: Notification of missing dates

```

VA FileMan Version 22.0

Enter or Edit File Entries
Print File Entries
Search File Entries
Modify File Attributes
Inquire to File Entries
Utility Functions ...
Data Dictionary Utilities ...
Transfer Entries
Other Options ...

Select VA FileMan Option: ENTER or Edit File Entries

INPUT TO WHAT FILE: 3P FEE TABLE          (20 entries)
EDIT WHICH FIELD: ALL//

Select 3P FEE TABLE SCHEDULE NUMBER: ??

Choose from:
1      IHS 1995 STANDARD FEE SCHEDULE
2      MEDICARE O/P SURGERY
3      NM MEDICARE 2001 FEE SCHEDULE
4      2002 RBRVS FEE SCHEDULE
5      2003 FEE SCHEDULE (3/26/03)
6      2004 FEE SCHEDULE (9/10/03)
7      MEDICAID DENTAL FEE SCHEDULE
8      MEDICAID FLAT RATE
9      2005 FEE TABLE (2/17/05)
10     2010
'^' TO STOP:

      You may enter a new 3P FEE TABLE, if you wish

Select 3P FEE TABLE SCHEDULE NUMBER: 10          2010
SCHEDULE NUMBER: 10//
TITLE: 2010//
ADJUSTMENT FACTOR:
OWNER (facility): INDIAN HEALTH HOSPITAL//
FEE TABLE EFFECTIVE DATE: JAN 1,2010//

```

Figure 2-9: "Fee Table Effective Date" prompt

New prompts have been added to the Import Foreign Fee Schedule option. This includes an effective date, percentile to load, and record type values. By changing the effective date, the sites will be able to update the fee schedule without overriding the existing data.

In addition, Current Procedural Terminology (CPT) codes may also display when loading a new fee schedule. The CPT code will only display for codes that don't exist in the CPT file and therefore didn't load in the fee table. Duplicate CPT codes will display if the fee schedule includes different record types (global, technical, or professional). The CPT codes that don't load will only display for users who are in programmer mode.

The fee schedule file should give you a description of the layout of the file in order to determine what piece of the record contains the CPT code, price, record type, etc. The layout below lists each different piece of the record. In this case, the Mod field would also be the same as the record type listed in Column 3 while the price used in the fee schedule update below is listed in Column 5.

Field	Length	Description
Code Type	1	C = CPT Code A = HCPCS Dental Code
Proc	5	2010 CPT Code
Mod	3	Modifier G – Global service TC – Technical Component 26 – Professional Comp.
50th	5	Area 50th percentile
75th	5	Area 75th percentile

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.6p2          |
|          Import Foreign Fee Schedule                      |
|          INDIAN HEALTH CENTER                            |
+-----+
User: RENDER,SHONDA                                     16-FEB-2010 12:17 PM

FEE SCHEDULE UPDATE FROM FOREIGN FILE

NOTE: It is advisable to do a global save of global ^ABMDFEE prior to
running this procedure.

Continue? NO// YES
Enter Fee Schedule to Update: 1// 10          SHONDA'S TEST
What is the effective date? : TODAY// 1/1/10
What percentile are you loading? : (0-200): 75

FOREIGN HOST FILE DESCRIPTION

What is the host file record delimiter? ,//
Which piece of the host file record contains the cpt code? 1// 2

```

Which piece of the host file record contains the price? 2// 5

Some providers of fee schedules (Medicode for example) break out the professional and technical portions into separate records. The next section will determine how to identify the different record types.

This section will load the different record types
(global/technical/professional)

What column is the record type located in: 3//

Indicate value that identifies GLOBAL charge : G//

Indicate value that identifies TECHNICAL charge : TC//

Indicate value that identifies PROFESSIONAL charge : 26//

OPEN AND READ FOREIGN FILE

DEVICE: HOST FILE SERVER// HFS LOCAL

HOST FILE NAME: c:\tmp\tmp.hfs//c:\rpms\shonda.csv ADDRESS/PARAMETERS:
"RS"//

```
10022.....
.....
36521.....
44209.....
.....
58551.....
.....
86683
86683
86683.....
87198
87198
87198
87199
87199
87199.....
.....
99508
99539..
```

Records updated by category

```
5106  SURGICAL
    26 14
    G 5078
    TC 14
1972  RADIOLOGY
    26 649
    G 674
    TC 649
3380  LABORATORY
    26 1110
    G 1160
    TC 1110
1421  MEDICAL
    26 248
    G 925
```

```

TC 248
Enter RETURN to continue or '^' to exit:

```

Figure 2-10: Fee schedule file

2.7 Prompt Added to Fee Schedule Maintenance (3PB-TMTP-FETM-EDFE)

A new prompt to select the effective date has been added to the Fee Schedule Maintenance option. You can view or edit a CPT code by selecting the effective date. You can also add a new effective date for a code. To view the effective dates, type two question marks (??) at the “Select EFFECTIVE DATE” prompt. The charge displayed will also include the different record types.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.6p2          |
+          Fee Schedule Maintenance                        +
|          INDIAN HEALTH HOSPITAL                          |
+-----+
User: SMITH, CHERYL                                18-FEB-2010 10:29 AM

Select FEE SCHEDULE: 1// 33          MEDICARE 2010 (021610)

----- FEE SCHEDULE CATEGORIES -----

Select one of the following:

1          MEDICAL FEES
2          SURGICAL FEES
3          RADIOLOGY FEES
4          LABORATORY FEES
5          ANESTHESIA FEES
6          DENTAL FEES
7          REVENUE CODE
8          HCPCS FEES
9          DRUG FEES
10         CHARGE MASTER

Select Desired CATEGORY: 1  MEDICAL FEES

Select MEDICAL (CPT CODE): 99213      OFFICE/OUTPATIENT VISIT, EST
      Office or other outpatient visit for the evaluation and management of
an established patient, which requires at least 2 of these 3 key components:
      ...OK? Yes//      (Yes)
      - OFFICE/OUTPATIENT VISIT, EST                                43.65
Select EFFECTIVE DATE: ??

Choose from:
JAN 01, 2009
JAN 01, 2010

```

You may enter a new EFFECTIVE DATE, if you wish

Select EFFECTIVE DATE: 01012010 JAN 01, 2010

GLOBAL CHARGE: 43.65//
TECHNICAL CHARGE: 0//
PROFESSIONAL CHARGE: 0//

Figure 2-11: Viewing a CPT code

3.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the Office of Information Technology User Support (Indian Health Service) by:

Phone: (505) 248-4371 or (888) 830-7280

Fax: (505) 248-4363

Web: <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

Email: support@ihs.gov